

Butler, Carla (DFS)

Subject: FW: PeopleSoft E-Time Log-in Guide - Reassigned

Importance: High

GM Welcome Aboard,

Here is the PeopleSoft Login Guide:

Username ID – firstname.lastname(all lower case)

Password –

*Click on Self Service

Next click on Time Reporting

Next click on Report Time

Next click on Time Sheet

You will see a blank time sheet with dates starting with Sunday – Saturday for the two week Pay Period.

Sunday begins the Pay Period and Saturday end of Pay Period.

There is also a Click for Instructions button

You will see View By: **Change from Time Period to Week** (New Employees Only) submitting your time for the First time and the date for that

Monday date (Start date) and hit refresh.

To add row(s) hit the plus + symbol

To remove a hit minus – symbol

Regular hours worked should all be on the same row and select the Time Reporting Code to the right of the same row etc. (Screen shot sample below)

Annual hours - Annual Leave Taken ALT

Night Differential

Sick hours – Scheduled Sick Leave Taken or Unscheduled Sick Leave Taken

Sunday – Sunday Pay (SUNP)

Holiday - (Holiday Pay Union) HOL2

You can save your time weekly or bi-weekly

Saving time weekly click on Save for Later (1st week) (The status of your time will say Needs approval until you submit)

Then submit the 2nd week and click on Save for Later (The status of your time will say Needs approval until you submit)

End of 2nd week submission click on **Submit** for your time to be approved. The system will prompt are you sure click **Yes** to submit your time to be approved by Manager

Once you submit the status will change from Needs Approval to Approved

Your hours should total **80 minimum**

Submitting Time from Outside

Go to the DCHR webpage www.dchr.dc.gov

Next you will see DCHR Popular Links (in the middle of page and a list below)

Click on Employee Self Service (3rd on the list)

Next you will be given the User ID and Password link to Sign-In

Sign-In Prompt

Type in firstname.lastname (all lower case)

Type in password

*Then follow the instructions above to submit your E-time

<image001.gif> [Click to hide Instructions](#)

Report elapsed time with the number of hours worked.

To report time for a different day, week, or time period, change the View By option and/or enter a new date in the Date field and click on Refresh.

View By:

*Date: Required

<image002.gif>

<im

Workgroup

Nonunion exm straight OT elig

Sched

Reported Hours:

80.00 Hours

Scheduled Hours:

0 Hc

From Sunday 02/10/2013 to Saturday 02/23/2013

Timesheet [Overrides](#) <image004.gif> <image005.png>

Sun 2/10	Mon 2/11	Tue 2/12	Wed 2/13	Thu 2/14	Fri 2/15	Sat 2/16	Sun 2/17	Mon 2/18	Tue 2/19	Wed 2/20	Thu 2/21	Fri 2/22	Sat 2/23	Total	Time Reporting Code
														1.00	
														8.00	
														71.00	

<image001.gif>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
02/11/2013	Needs Approval	8.00	REG	<image009.gif>
02/12/2013	Needs Approval	8.00	REG	<image009.gif>
02/13/2013	Needs Approval	8.00	REG	<image009.gif>
02/14/2013	Needs Approval	1.00	ALT	<image009.gif>
02/14/2013	Needs Approval	7.00	REG	<image009.gif>
02/15/2013	Needs Approval	8.00	REG	<image009.gif>
02/18/2013	Needs Approval	8.00	HOL	<image009.gif>
02/19/2013	Needs Approval	8.00	REG	<image009.gif>
02/20/2013	Needs Approval	8.00	REG	<image009.gif>
02/21/2013	Needs Approval	8.00	REG	<image009.gif>
02/22/2013	Needs Approval	8.00	REG	<image009.gif>

<image001.gif>

[Reported Hours Summary - click to view](#)

<image001.gif> [Balances - click to view](#)



Date	Status	Total	Time Reporting Code	Comments
02/11/2013	Approved	8.00	REG	
02/12/2013	Approved	8.00	REG	
02/13/2013	Approved	8.00	REG	
02/14/2013	Approved	1.00	ALT	
02/14/2013	Approved	7.00	REG	
02/15/2013	Approved	8.00	REG	
02/18/2013	Approved	8.00	HOL	
02/19/2013	Approved	8.00	REG	
02/20/2013	Approved	8.00	REG	
02/21/2013	Approved	8.00	REG	
02/22/2013	Approved	8.00	REG	